

Date: [Insert Date]

To: [Property Manager/Landlord Name]

Address: [Property Management Address]

City, State, Zip: [City, State, Zip]

RE: NOTICE OF UNAUTHORIZED UTILITY DEDUCTION

Dear [Landlord/Manager Name],

I am writing to formally address a deduction made from my [rent payment/security deposit] dated [Date of Deduction] in the amount of \$[Amount]. This deduction was labeled as a charge for [Type of Utility, e.g., Water/Electricity].

According to my lease agreement signed on [Lease Start Date], specifically section [Section Number, if known], utilities are [listed as included in the rent / the responsibility of the landlord]. Furthermore, I have not received prior written notice, itemized billing, or consented to any such deductions from my payments.

Please be advised that under local landlord-tenant laws, unauthorized deductions from rent or deposits are prohibited. This letter serves as a formal warning that these funds must be credited back to my account or refunded immediately.

I request that you:

- Provide written confirmation that this deduction was an error.
- Credit the amount of \$[Amount] toward my next rent payment or issue a refund check within [Number] business days.
- Cease any further unauthorized utility deductions moving forward.

I hope to resolve this matter amicably; however, I reserve the right to seek legal advice or contact the local housing authority if this issue is not corrected promptly.

Sincerely,

[Your Name]

[Your Address/Unit Number]

[Your Phone Number]

[Your Email]